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APPLICATION OF THE PROPERTY OF	ION FOR RECORDS RETENTION	SCHEDULE	DEPARTMENT OF A	CRETARY OF STATE RCHIVES AND HISTOR AGEMENT DIVISION
INSTRUCTIONS: See	Publication No. 76-RM-1 for instructes and History, Records Management			
FOR AGENCY USE	1. Agency Address	:	FOR RECORDS	MANAGEMENT ÜSE
Application Date	Georgia Bureau of Investiga	tion	Application Number	
4/16/84	Division of Forensic Science		81-35	7-A
Application Number	Photography Section 1234 Moreland Avenue, Room	m 207	Date Received MAY 0 9 1984	Date Completed AUG 2 8 1989
2. Person to Contact	L_Atlanta, GA 30316 v	Vorking Title		Telephone Number
Shirley Freeman		otographer		656-7450
3. Action Requested				
	Schedule; record will continue to accum	ulate.		
	comulation; no further accumulation an			
c. Amend Application			de; 🛘 Void	
4. Dates of Series Earliest Latest	5. Records Series Title (followed by to			
1952 Present	Photo Negatives			
6. Division and Office Function	L	ision and the Office in	which this record ser	ies is created?
 of evidence, for the police training. Re medical examiner rep 	ensic Sciences furnishes scient e performance of medicolegal eports of the results of the ports form the basis of a perma	autopsies, for c various laborato ment record syste	rime scene seard ry examinations em.	ches and for and outside
	ction photographically records or preservation purposes. In art presentations.			
7. Record Series Description	This file contains the following docur	nents <i>linclude form n</i>	umbers and titles if a	nvl:
7. Aecord Series Description	Attach samples of the file.		37775010 0776 (77760, 17 0	,,,
Documents relating to:	Taking photographs of autope documents, physical evidence		crime scenes,	
•		-	· ·	
Included are:	Negatives of photographs.	. P		
•		1	•	•
·				
			:	. ,
See Attachments	#1 and #2	!		,
			,	•
í		1		
File is arranged:	By calendar year, then numer	rically by case nu	ımber	
0 11	University of the second secon	uhiah asas		
8. Monthly Reference Rate	How often are records referred to	_ !	•	1
One to six months old twenty-five months and olde	Seven to twelve months old?	Thirteen t	o twenty-four month	s old _i;

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers _____;

Card file drawers (4x6)

	5 (\$) M'				
X b. Does the seri			on requiring security handling? If yes,	-	
X c. Is this a vital	record?			-	
	ies have historical o	r long term res	search value?		
a Whan one or			t necessary to keep the entire file for a l	and period, could th	
1 Y 1	e scheduled separat			• •	
			published? If yes, attach copy.		
y g. Is the inform	ation contained in	this series ever	analyzed and/or recorded in a summari	zed report?	
h is there a dur	copy.	es in your offi	ice, or in another office or agency?		
X If yes, where	_			<u> </u>	
X i. Is this series	lor a major portion	of it! regularly	v microfilmed?	والمراوية والمستقدم المستود المستقد والمستود المستقد المستقد المستقد والمستقد والمست	
			ntout?		
11. Retention Requirements	The f	ollowing requi	ires the series to be kept:		
a. State Law		Veare	d. Audit period		voore
			e. Administrative need		
c. Federal law			f. Federal retention instruct		
5 5561 3 , 1917		years.	i. I doesdi reterribit ilisti det	U113 ,	усага.
Attach copy or excert of	laws or regulations	Evolsin adm	ninistrative need		
Attach copy or excert or	iaws or regulations	. Explain aum	milistrative need.		
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		3			
40 4	This				
12. Approved Disposition ins		_	nends that the file series be cut off at th		
	l∑ Ca	ilendar Year; (☐ Fiscal Year; ☐ Other		_ then,
av.					
Transfer to local holdi	ing area; hold	year(s); then		
☑ Transfer to State Reco	ords Center; hold	<u>44</u> ye	ar(s); then		
图 Destroy, all photo	o n egatives ex	cept for t	those the Archives selects a	s a historical	sample;
Transfer to State Arch	nives for permanent	retention.			
☐ Other (Specify)		•			
Can Abbankunska	11 I 10				•
See Attachments	#1 and #2				
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		•	n e		
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These instructions apply t	to all prior and futu	re accumulation	ons of the series.		
	•				•
					
Agency Head/Designee (Signa	ature)	Date	Records Management Officer (Signa	ture)	Date
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		3 1.07	largaret Joseph		3/4/84
9/10500-01			Santa Basanda Caracitas a 16	·	
840509-01 Recommendations in para-			State Records Committee (S	ignature)	Date
graph 12 are approved.	State Auditor	r/Decience	10/1	, , , , , , , , , , , , , , , , , , ,	0 2154
If disapproved, attach letter	State Auditor	/ Designee	Wittella)		3.1001
of explanation.)	Secretary of Sta	te/Deciance	Godwand Wildon	· · · · · · · · · · · · · · · · · · ·	e/24/89
	Secretary of Sta	1にしいて2101066	THE PARTY OF THE P	į <i>(</i>	
81-357-A	[0				1-11-1
	Governor/Des	ignee	148		+6-C-
7-50-71; Rev. 76	Governor/Des	ignee RXXXXXXX	W.H. Reper	8	125/89



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address **Application Number** Application Date Georgia Bureau of Investigation Division of Forensic Sciences 6-15-81 Photography Section Date Completed Application Number Date Received 1234 Moreland Avenue, Room 207 Atlanta, Georgia 30316 JUL 9 1981 JUN 23 1981 **Working Title** 2. Person to Contact Telephone Number Shirley Freeman Photographer 656-7450 3. Action Requested a. XXXEstabush Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation: no further accumulation anticipated. Check One: Change; Supercede; Void c.

Amend Application No. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest 1952 Present Photo Negatives What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Division of Forensic Sciences furnishes scientific expertise in the analysis and evaluation of evidence, for the performance of medicolegal autopsies, for crime scene searches and for police training. Reports of the results of the various laboratory examinations and outside medical examiner reports form the basis of a permanent record system. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Taking photographs of autopsies, fingerprints, crime scenes, documents, physical evidence. Included are: Negatives of photographs. Numerically by case number. File is arranged: 8. Monthly Reference Rate How often are records referred to which are: One to six months old _______; Seven to twelve months old _______; Thirteen to twenty-four months old _______; 0 7 twenty-five months and older___ 9. Annual Rate of Accumulation of Records ; Legal-size drawers ____; Shelves ____; Other (specify) Card File Drawers Letter-size drawers _ (4"x6")

AR-50-71; Rev. 76

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YES	NO	10. Questionnaire	Triace all A	"in the proper a	olumn) 🔭 👢	
X		a. Is this the office If not, where is		series?		•
Х		b. Does the series	contain confide	ential information	n requiring security handling? If yes, cite law	or regulation.
X		c. Is this a vital re	ecord?	; 		
X_				or long term rese	earch value?	
	X		wo documents is scheduled separ		necessary to keep the entire file for a long per	•
	Х	f. Is the informat	ion contained in		published? 'If yes, attach copy,	
	X	g. Is the informat	tion contained in	n this series ever a	analyzed and/or recorded in a summarized rep	ort?
	Х		ication of this se	eries in your offic	e, or in another office or agency?	and the state of t
	X			n of it) regularly	microfilmed?	
	l x				tout?	
11.	Retent	ion Requirements			res the series to be kept:	
ŀ	a. Sta	te Law		years.	d. Audit period	years.
1		tute of limitation		years.	e. Administrative need	₹ 50 years.
	c. Fed	leral law		years.	f. Federal retention instructions .	years.
	Attach	copy or excerpt of I	aws or regulatio	ns. Explain admii	nistrative need.	
12.	Appro	ved Disposition Instr	uctions Thi	s agency recomm	ends that the file series be cut off at the end o	f each:
		·	<u></u>		Fiscal Year; □ Other	
				_		MARTIN CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONT
1	VV11_					
			· ·		year(s); then	
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	□ Tra □ Tra	nsfer to local holding nsfer to State Record	g area, hold	year(s)	; then	
	☐ Tra ☐ Tra ☐ Des	nsfer to local holding nsfer to State Record stroy.	g area, hold ds Center; hold	year(s)	; then	•
	☐ Tra ☐ Tra ☐ Des XXTra	nsfer to local holding nsfer to State Record	g area, hold ds Center; hold	year(s)	; then	
	☐ Tra ☐ Tra ☐ Des XXTra	nsfer to local holding nsfer to State Record stroy, nsfer to State Archiv	g area, hold ds Center; hold	year(s)	; then	
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	□ Tra □ Tra □ Des	nsfer to local holding nsfer to State Record stroy nsfer to State Archiv ner (Specify)	g area, hold ds Center; hold ves for permane	year(s)yea nt retention.	; then r(s); then	
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